

# **Placed In Service Instructions**

Placed in Service applications are due by November 1<sup>st</sup> or the next business day after November 1<sup>st</sup> of each calendar year, in order to guarantee the issuance of a Regulatory Agreement in time for it to be recorded by December 31<sup>st</sup> of the calendar year.

The Primary Application and Addendum I are also used for the Placed in Service Application, so the owner can update the existing Reservation Application documents rather than fill out a new application. However, the exhibit checklist from Addendum I is not used for Placed in Service. Instead, there is a separate exhibit checklist for Placed in Service.

## **Tips for preparing the Placed In Service Application:**

- Please disregard all references to **SCORING, TABS and EXHIBITS** within the body of the **Primary Application**. These are needed only when applying for Reservation.
- If a project's **Reservation** application is being used for **Placed in Service**, it is **VERY IMPORTANT** to review the application. The Placed in Service Application **must reflect all updates or changes to information concerning the project**.

## **Pages To Submit:**

- **Primary Application:** When applying for Placed in Service, **it is only necessary to submit pages 1-24** (Pages 25-27, OWNER, MANAGEMENT AND NONPROFIT EXPERIENCE, are only necessary when applying for Reservation. Please do not submit these pages with your Placed in Service Application.)
- **Addendum I:** When applying for Placed in Service, **it is only necessary to submit pages I-8 through I-15** (Pages I-1 through I-6 and I-16 through I-45, EXHIBIT CHECKLIST, SCORING SUMMARY, CERTIFICATIONS and TAX CREDIT WORKSHEETS, are only necessary when applying for Reservation. Please do not submit these pages with your Placed in Service Application.)
- Because the application **must be signed by the owner**, a Certification to Application page has been added. Please make sure it is signed and included as part of the application.

***Page ii contains additional directions for what to include when submitting the Placed in Service Application and Exhibits. Please read these directions carefully.***

## **Directions for Submitting Placed In Service Applications**

**For Placed In Service Applications, please submit:**

- Placed In Service Cover Sheet
- Placed In Service Exhibit Checklist
- The body of the primary application (Pages 1 through 24)
- Addendum I (Pages I-7 through I-15)
- Certification to Application
- All Required Exhibits for Placed In Service.
- **NOTE:** Exhibit 1, the Legal Description, is required with the application. The remaining exhibits are not required until later stages of the Placed In Service process. The Exhibit Checklist indicates when each exhibit is required.
- **NOTE:** For projects claiming credit in a given year, the Owner's and Contractor's Cost Certifications should be submitted no later than **February 1** of the following year.

**All files necessary to submit Placed in Service Applications are listed on the Placed in Service web page:**

- Cover Sheet
- Exhibit Checklist
- Primary Application
- Addendum I
- Certification to Application
- Cost Certification Guidelines (directions and forms in pdf format)
- Contractor's Certificate of Final Actual Costs (Word)
- Owner's Certification of Final Actual Costs (Word)
- Certification of Syndication of Project (Word)

**Other relevant information on the Placed in Service web page:**

- Application Pages that need to be updated before 8609s can be issued
- Carryover and Placed In Service deadlines for the current year
- Explanation of Placed In Service Dates
- A list of what must be submitted prior to the issuance of 8609 forms